

---

# *Direct Settlement*

---

# *Advanced (DS.A)*

---

# *Administrator Guide*

---

*Version 2.0*

---



## *Table of contents*

<b>1</b>	<b>Introduction</b>	<b>4</b>
1.1	Objective of the administrator guide.....	4
1.2	Contents of the administrator guide .....	4
<b>2</b>	<b>User administration</b>	<b>5</b>
2.1	System of Authorization.....	5
2.2	Ongoing Activities.....	6
2.2.1	Request for new DS.A users.....	6
2.2.2	Resetting passwords.....	7
<b>3</b>	<b>Administration of customer specific parameters</b>	<b>8</b>
3.1	Parameter table 1: SWIFT Routing Table Outbound.....	8
3.2	Parameter table 2: 4-Eyes Principle .....	8

# 1 Introduction

## 1.1 Objective of the administrator guide

The *administrator guide* serves as an introduction to the activities to be carried out by a customer administrator related to the use of the DS.Advanced system (hereinafter referred to as DS.A).

The present document gives an overview of the tasks to be performed by the customer administrator.

The related screen forms and menus are described in the user manual.

## 1.2 Contents of the administrator guide

The *administrator guide* describes the activities to be carried out by customer administrators. The activities comprise user administration, allocation of permissions and the administration of customer specific parameters.

## 2 User administration

User administration can be carried out by the customer administrator directly within the DS.A application.

It comprises the following main activities:

- requests for new USERIDs (KeyFobs) from OeKB
- setup of permissions

### 2.1 System of Authorisation

In DS.A a flexible system of authorization will be implemented enabling the customer administrator to allocate to his users the necessary permissions for using the application.

This system is based upon predefined roles, which are related to specific permissions for use of the application. The customer administrator grants the required permissions to his users by assigning the corresponding roles.

The role “basic permissions” - allocated to all users by default - includes, for example, the following permissions:

- search for an instruction
- administration of search filters
- display of instruction details
- printing of statements/slips, etc.

With the assignment of further predefined roles users can, for example, be permitted to

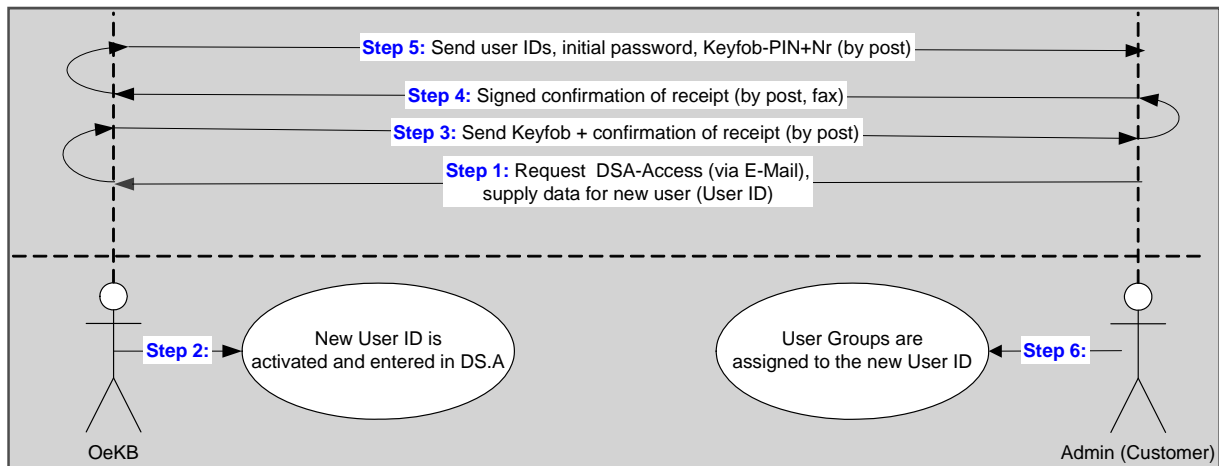
- create or modify specified instructions types
- create or modify groups of instruction types
- release instructions in accordance with the 4 eyes principle
- cancel instructions
- display the cash preview
- display the securities preview, etc.

You can find a detailed description of the predefined roles in the user manual for administrators.

## 2.2 Ongoing Activities

### 2.2.1 Request for new DS.A users

A request for a new UserID is made as follows:

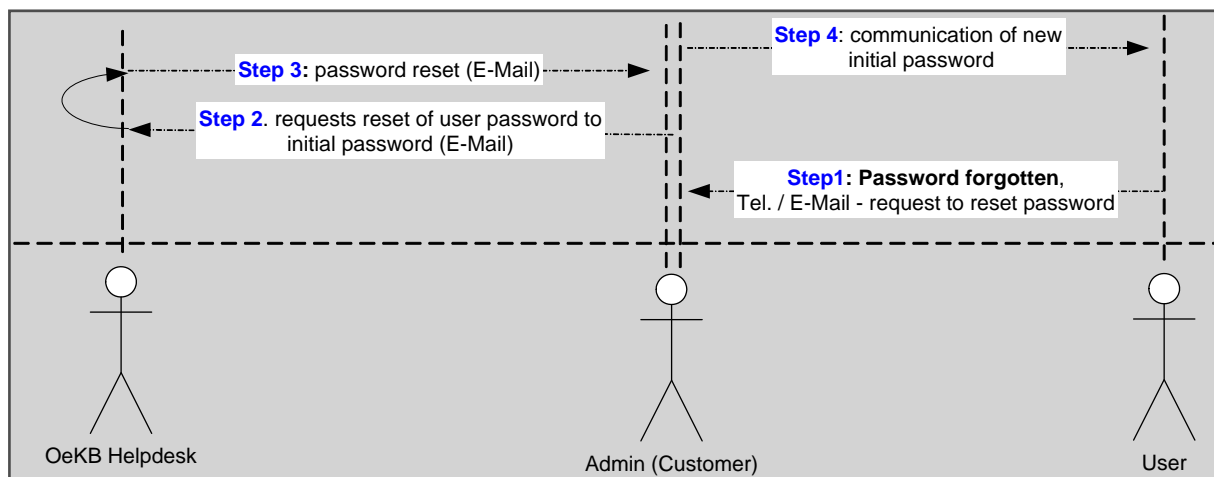


< Illustration 1: Request for new UserID >

- Step 1: The customer administrator applies for a new DS.A-user from OeKB via E-Mail
- Step 2: OeKB activates the new user for DS.A
- Step 3: OeKB delivers the new KeyFob as well as a confirmation of receipt by post to the customer administrator
- Step 4: The customer administrator returns the signed confirmation of receipt by post or fax to OeKB
- Step 5: OeKB forwards UserID, initial password, KeyFob PIN and serial number by post to the customer administrator
- Step 6: The customer administrator assigns the required User Group(s) to the new User ID

## 2.2.2 Resetting passwords

If a user has forgotten his password, the following steps have to be taken:



< Illustration 2: Resetting passwords >

- Step 1: The DS.A user sends an E-Mail to his customer administrator with a request for his password to be reset (because he has forgotten it).
- Step 2: The customer administrator sends a request to OeKB (via E-Mail) to reset the password of the user concerned to the INITIAL password
- Step 3: OeKB resets the user's password and informs the customer administrator by e-mail
- Step 4: The customer administrator informs the user concerned that the password has been reset to the initial password.
- Step 5: The user concerned has to change the password when logging in the next time.

### 3 Administration of customer specific parameters

In DS.A there are some parameters which have an effect on processing. Some of these parameter tables can be maintained directly by the customer administrators.

#### 3.1 Parameter table 1: SWIFT Routing Table Outbound

Customers can define which SWIFT MTs they wish to receive from DS.A. For status messages it possible to define for which individual process transitions a message should be generated.

#### 3.2 Parameter table 2: 4-Eyes Principle

Instructions entered via the online-client are subject to the 4-eyes principle. This involves instruction entry and release being carried out separately by two distinct users in two separate processes. Application of the 4-eyes principle can be set per instruction type in a dedicated online screen.

The customer administrator can also make these settings for those companies, for which the customer administrator's company has obtained power of disposal.





Oesterreichische Kontrollbank AG

1011 Vienna, Austria  
Strauchgasse 3  
Tel. +43 1 531 27-2100  
Fax +43 1 531 27-4100  
[csd.austria@oekb.at](mailto:csd.austria@oekb.at)  
[www.oekb.at](http://www.oekb.at)